INTERNATIONAL COOPERATION AGREEMENT

BETWEEN

MINOT STATE UNIVERSITY, USA

AND

FOREIGN TRADE UNIVERSITY, VIETNAM
THIS AGREEMENT is made electronically on , 2014

BETWEEN

MINOT STATE UNIVERSITY, USA (MSU)
500 UNIVERSTIY AVE WEST
MINOT, ND 58707, USA
Legal representative: Dr David Fuller, President
Tel: 701-858-3300
Fax: 702-858-3825
Website: www.minotstateu.edu/

FOREIGN TRADE UNIVERSITY, VIETNAM (FTU)
NO. 91 CHUA LANG STREET, LANG THUONG WARD, DONG DA DISTRICT, HA NOI, VIET NAM
Legal representative: Prof, Dr. Hoang Van Chau
Tel: 84-4-32595158
Fax: 84-4-38343605
Website: http://www1.fu.edu.vn
Bank account: 001-137-007-956-9 at Vietcombank, Vietnam

WHEREAS:
A. MSU and FTU have agreed to cooperate to create an arrangement with the principal objective of providing better educational opportunities for students in Vietnam
B. This Agreement is established based on the Memorandum of Understanding between Foreign Trade University, Vietnam and Minot State University, USA signed on October 18, 2012.

IT IS HEREBY AGREED AND DECLARED as follows:

Article 1: Scope of Agreement
1.1 The parties agree that this Agreement shall be legally binding on the parties from the date of commencement of this Agreement.
1.2 This Agreement will commence on the date on which it is executed, and will continue until 2018. After this initial period, the agreement shall be revised considering the experiences gained during the five (05) first years. The aim is to achieve long-term cooperation.

1.3 Minot State University and Foreign Trade University hereby agree to participate in a collaborative program whereby FTU students will pursue MSU’s Bachelor of Science degree in International Business or Finance, completing the first two-and-one half to three years of academic study at FTU and completing International Business or Finance degree requirements at MSU, per the attached Articulation Chart (Appendix 1).

1.4 Teaching staff for the units of the study at FTU referred to in the attached Appendix 1 will be provided by FTU. MSU will provide teaching staff for the courses at MSU also specified in the attached Appendix 1. All the courses of study referred to in item 1 of the Appendix 1 shall be delivered in English.

1.5 The students admitted to the approved study program at FTU referred to in the clause 1.3 of this Agreement should satisfy the admission requirements in Appendix 2 prior to the commencement of their studies at MSU.

1.6 FTU will enrol students in the approved study Program at FTU referred to in clause 1.3 of this Agreement in accordance with the timing of FTU academic year, at the commencement of each academic year.

1.7 The students enrolled as MSU students will be subject to the legislation, rules, policies and procedures of Minot State University from the date of enrolment as MSU students.

1.8 Students will be granted a MSU Bachelor degree in International Business or Finance after successful completion of the courses in Vietnam and in USA. In case, after completion of the course in Vietnam, the students are unable to continue the course in USA, they will be given a certificate signed by FTU. Those students may still enrol as deferred students at MSU for a maximum 5 years from the date of the completion of the course in Vietnam.

1.9 Both parties shall maintain high academic standards in the implementation of this Agreement.

**Article 2: Major Responsibilities of Foreign Trade University (Vietnam) and Minot State University (USA)**

2.1. Minot State University shall:

(a) undertakes in general to support and extend the relationship and awards a Degree of Bachelor in International Business or in Finance to students who have completed all requirements for
the degree according to the same rules for these degrees as apply to students taking such
program on the Campus of Minot State University, USA;
(b) reserve the right to add, delete or amend the content of subjects comprising the requirements
delineated in the MSU Undergraduate Catalog;
(c) have complete control over academic content, teaching and assessment associated with
delivery of courses at MSU;
(d) have complete control over admissions policy at MSU;
(e) require that students provide necessary documentation supporting enrolment in MSU.

2.2. MSU may undertake quality assurance visits at the cost of MSU to ensure that FTU
maintains high academic standards in the provision that approved study program at FTU
referred to in clause 1.3 of this Agreement.

2.3. MSU will provide FTU with the course syllabi relating to the courses of approved study FTU
referred to in Appendix 1.

2.4. FTU will provide appropriate premises, assessment and teaching and administrative staff
including examination supervision, computer and library resources, student handouts and
other resources required for the approved study program at FTU referred to in clause 1.3 of
this Agreement to the reasonable satisfaction of MSU.

2.5. FTU must deliver the approved study program referred to in clause 1.3 of this Agreement in
a competent and professional manner in accordance with operating standards specified by
MSU and in accordance with all reasonable directions by MSU.

2.6. FTU will market the Program to suitably qualified students enrolled in the approved study
program at FTU referred to in clause 1.3 of this Agreement.

2.7. FTU will nominate appropriately qualified staff to deliver courses of approved study at FTU
referred to in item 1 of Appendix 1 and provide the curriculum vitae of those staff members to
MSU, for MSU’s prior approval.

2.8. FTU must ensure that the laws of Vietnam are complied with and that any necessary local
approvals are obtained including any intellectual property clearances and MSU is informed
of these.

Article 3: Program Management Responsibilities of Foreign Trade University, Vietnam

FTU will be responsible for:

(a) advertising the Program in the national media of Vietnam;
(b) recruiting students for the Program;
(c) collecting all the application forms and documents related to enrollment (such as certified photocopies of original high school degree certificates, transcripts and English translations of these);
(d) providing students supervision locally and all necessary support services for the Program students;
(e) grading students’ courses taught at FTU and issuing official transcripts of student’s academic records to submit to MSU;
(f) providing suitable library and other resources to support students work;
(g) communicating all administrative affairs to MSU;
(h) and ensuring that the laws of the Socialist Republic of Vietnam are complied with and that any necessary local approvals are obtained including any intellectual property clearances;
(i) organizing the Opening Ceremony for each intake.

Article 4: Program Management Responsibilities of Minot State University, USA

MSU will be responsible for:
(a) issuing Offers to all students who have completed academic study at FTU and successfully submitted all documentation to MSU prior to the commencement of their studies at MSU;
(b) providing teaching staff and grading students’ courses, and overseeing the examination process for the courses taught at MSU;
(c) entering the students’ academic records in MSU academic database;
(d) issuing a Degree of Bachelor in International Business or in Finance to students who successfully complete all the requirements to graduate with the degree for which they are eligible;
(e) issuing transcripts of student’s academic records to students requesting such in writing from the office of Academic Department of Minot State University; and
(f) making alternative arrangements for enrolled students’ completion of the Program in accordance with the conditions stipulated in this Agreement, if MSU is unable to continue providing teaching as required under this Agreement for reasons other than FTU’s breach;
(g) organizing the Graduation Ceremony for each intake in MSU.

Article 5: Joint Management Committee

Joint management Committee shall be set up as the decision-making authority of this cooperation program. The Joint Management Committee shall be composed of 6 representatives from both Parties, of whom 3 are appointed by Foreign Trade University, including Prof, Dr. Hoang Van Chau – The President, Dr. Ho Thuy Ngoc (LLM) – the Dean,
Dr. Nguyen Thi Hien – Vice Dean and 3 appointed by Minot State University, including Dr Lenore Koczon, Vice President for Academic Affairs; Dr Jacek Mrozik, Business College of Dean; and Ms. Janan Thom, MSU International Student Recruiter.

Article 6: Financial Arrangement
Participating students will be responsible for all expenses incidental to the program including, visas, travel expenses, application fees, tuition and fees at the host institution and room and board. Each student must also obtain, at their own expense, insurance to cover medical contingencies in the host country.

Article 7: Publicity
7.1. Each party is free to promote this program in ways that are consistent with this agreement and respectful of the other party.
7.2. MSU and FTU each agree that they will not use the others name or logo in any promotional material without the prior approval of the other party.

Article 8: Amendment of the Agreement
This Agreement constitutes the entire agreement between the parties and may be altered only by the further written agreement by the parties.

Article 9: Termination of the Agreement
9.1. During the cooperation period decided this Agreement may be terminated at any time by a party giving at least six months’ notice in writing to the other party.
9.2. The parties agree that any termination of this Agreement under clause 8.1 will take effect only when students who commenced the program prior to the date of notification of termination have completed the Program, provided that
(a) Minot State University may make alternative arrangements for the completion of the Program.
(b) No new student will be enrolled in the Program from the date of notification of termination.

Article 10: Dispute Resolution
At all times during this Agreement the parties shall cooperate with each other and act in good faith to resolve any dispute, or disagreement touching on, or concerning this Agreement, or the parties’ respective obligations under this Agreement.

Article 11: Relationship of Parties
11.1. The parties record that it is not their intention that this Agreement creates any partnership, agency, or other relationship between them under which either party might be deemed
responsible for the act or omissions of the other party and this Agreement should not be construed so as to render the parties liable as partners, or as creating any partnership, agency, or other similar relationship.

11.2. Notwithstanding anything in this Agreement, a party shall at no time underwrite, or guarantee, or be in any way directly, or indirectly responsible, or deemed to be responsible for all or any of the debts, liabilities or obligations incurred by the other party from time to time.

Article 12: Intellectual Property

12.1. The ownership of intellectual property, which exists prior to the commencement of this Agreement shall not be altered or transferred or assigned merely by virtue of its use for the purposes of this Agreement.

12.2. FTU acknowledges that MSU owns intellectual property in all materials associated with the Program including without limitation course materials supplied by MSU to FTU agrees to undertake to protect MSU’s intellectual property in such materials by ensuring that they are used only for the purposes of the Program and not for any other purpose.

Article 13: General

13.1. Any provisions of this Agreement, which are held to be illegal or otherwise in conflict with any laws, statutes or regulations will be deemed to be severed from the remainder of this Agreement and the validity of the remaining provisions will not be affected;

13.2. Neither party will make any misleading or false representations or statements;

13.3. Each party warrants that it has the power and authority to enter into this Agreement and that entry into this Agreement does not breach any existing contractual undertaking;

13.4. Neither party to this Agreement will assign or claim any right under this Agreement without the prior written approval of the other party;

13.5. All notices required to be given under this Agreement will be in writing and sent to the address of the party as set out in this Agreement or such other address as a party may designate by notice given in accordance with this clause. Any notice may be delivered by post or facsimile and will be deemed to have been served by post twelve (12) days after posting and facsimile on the day of transmission provided that the sender receives a confirmation (or any other relevant code) in respect of the transmission;

13.6. This agreement shall be constructed and governed in accordance with the law of the USA and the laws of Socialist Republic of Vietnam;
13.7. This supplementary Agreement is written in English. There are four (04) original copies in English. Each party keeps two (02) copies.

13.8. Each party shall nominate a contact person for the management of this Agreement.

13.9. The information in the following appendixes attached to this Agreement has the same value as the articles agreed in this Agreement.
   a. Appendix 1: Articulation Chart of Program
   b. Appendix 2: Admission Requirements
   c. Appendix 3: Tuition fee
   d. Appendix 4: Contact Person from both Parties

EXECUTED AS AN AGREEMENT ON THE DATE FIRST WRITTEN ABOVE

SIGNED FOR
FOREIGN TRADE UNIVERSITY

Prof. Dr. Hoang Van Chau
President
Foreign Trade University, Vietnam

SIGNID FOR
MINOT STATE UNIVERSITY

Dr. David Fuller
President
Minot State University, USA

Date : ____________________________

WITNESS

Dr. Ho Thuy Ngoc
Dean, Faculty of International Education

WITNESS

Dr. Lenore Koczon
Vice President of Academic Affairs
### APPENDIX 1: ARTICULATION CHART
Minot State University, USA and Foreign Trade University, Vietnam

#### BS in International Business (MSU and FTU)

<table>
<thead>
<tr>
<th>Year One (FTU)</th>
<th>Total</th>
<th>Year Three (FTU)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall (FTU)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(GE4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPER 101 Beginning Dance (GE4)</td>
<td>1</td>
<td>FTU Elective International Finance</td>
<td>3</td>
</tr>
<tr>
<td>English Reading Comprehension</td>
<td>3</td>
<td>FIN 353 Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>English Listening and Speaking Comprehension</td>
<td>3</td>
<td>BADM 307 International Business</td>
<td>3</td>
</tr>
<tr>
<td>Business English I</td>
<td>3</td>
<td>FTU Elective Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>English Grammar and Writing</td>
<td>3</td>
<td>FTU Elective Principles of Banking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring (FTU)</strong></td>
<td><strong>13</strong></td>
<td>Year Three Semester 1; Document prep at FTU, Semester 2 at MSU</td>
<td></td>
</tr>
<tr>
<td>FTU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTU Elective Introduction to Law</td>
<td>3</td>
<td>(GE6) Science General Education</td>
<td>4</td>
</tr>
<tr>
<td>(GE4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPER 110 Beginning Swimming (GE4)</td>
<td>1</td>
<td>(GE1) ENGL 110 College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Business English II</td>
<td>3</td>
<td>(GE2) HIST General Education</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 200 Elements of Accounting I + KET 202E</td>
<td>3</td>
<td>FIN 457 International Finance</td>
<td>3</td>
</tr>
<tr>
<td>(GE5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 210 Applied Statistics*</td>
<td>4</td>
<td>14</td>
<td>BOTE 247 Spreadsheet Applications</td>
</tr>
<tr>
<td><strong>Year Two (FTU)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall (FTU)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(GE7)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 201 Principles of Microeconomics</td>
<td>3</td>
<td>(GE1) ENGL 120 College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>(GE1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 110 Fund of Public Speaking</td>
<td>3</td>
<td>(GE7)* SOC 101 Intro to Sociology* or other approved diversity course</td>
<td>3</td>
</tr>
<tr>
<td>Spring (FTU)</td>
<td>Course</td>
<td>Credit</td>
<td>Fall 4</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>(GE7)</td>
<td>ECON 202 Principles of Macroeconomics</td>
<td>3</td>
<td>(GE6)</td>
</tr>
<tr>
<td></td>
<td>FTU Elective Money and Banking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BADM 321 Marketing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FTU Elective Intro to Finance</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 4</th>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>International Business Elective</td>
<td>3</td>
</tr>
<tr>
<td>(GE3)</td>
<td>Humanities General Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BADM 427 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>International Business Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BADM 462 International Business Strategy</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits from FTU= 66
Total credits from MSU= 59
125
<table>
<thead>
<tr>
<th>Fall (FTU)</th>
<th>Course</th>
<th>Credit</th>
<th>Total</th>
<th>Year Three (FTU)</th>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>(GE4)</td>
<td>HPER 101 Beginning Dance (GE4)</td>
<td>1</td>
<td></td>
<td>Fall</td>
<td>ACCT 201 Elements of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>English Reading Comprehension</td>
<td>3</td>
<td></td>
<td></td>
<td>BIT 220 Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>English Listening and Speaking</td>
<td>3</td>
<td></td>
<td></td>
<td>BOTE 247 Spreadsheet Applications (online)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business English I</td>
<td>3</td>
<td></td>
<td></td>
<td>FTU Elective Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>English Grammar and Writing</td>
<td>3</td>
<td></td>
<td></td>
<td>FTU Elective Principles of Banking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>13</td>
<td></td>
<td>Year Three Semester 1; Document prep</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>at FTU, Semester 2 at MSU</td>
<td></td>
</tr>
<tr>
<td>Spring (FTU)</td>
<td>Course</td>
<td>Credit</td>
<td></td>
<td>Spring 3</td>
<td>Course</td>
<td>Credit</td>
</tr>
<tr>
<td>FTU</td>
<td>FTU Elective Introduction to Law</td>
<td>3</td>
<td></td>
<td>(GE6)</td>
<td>Science General Education</td>
<td>4</td>
</tr>
<tr>
<td>(GE4)</td>
<td>HPER 110 Beginning Swimming (GE4)</td>
<td>1</td>
<td></td>
<td></td>
<td>FIN 353 Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business English II</td>
<td>3</td>
<td></td>
<td></td>
<td>HIST General Education</td>
<td>3</td>
</tr>
<tr>
<td>(GE1)</td>
<td>COMM 110 Fund of Public Speaking</td>
<td>3</td>
<td></td>
<td></td>
<td>FIN Major Course</td>
<td>3</td>
</tr>
<tr>
<td>(GE5)</td>
<td>MATH 210 Applied Statistics*</td>
<td>4</td>
<td>14</td>
<td></td>
<td>FIN Major Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Year Two (FTU)</td>
<td>FIN Major Course</td>
<td>3</td>
</tr>
<tr>
<td>Fall (FTU)</td>
<td>Course</td>
<td>Credit</td>
<td></td>
<td>Summer</td>
<td>Course</td>
<td>Credit</td>
</tr>
<tr>
<td>(GE7)</td>
<td>ECON 201 Principles of Microeconomics</td>
<td>3</td>
<td></td>
<td>(GE1)</td>
<td>ENGL 110 College Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACCT 200 Elements of Accounting I + KET 202E</td>
<td>3</td>
<td></td>
<td>(GE6)</td>
<td>Science General Education</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BADM 301 Fund of Management</td>
<td>3</td>
<td></td>
<td></td>
<td>ACCT 300 Legal Environments of Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring (FTU)</td>
<td>Course</td>
<td>Credit</td>
<td></td>
<td>Fall 4</td>
<td>Course</td>
<td>Credit</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------</td>
<td>--------</td>
<td>--------</td>
<td>--------------</td>
<td>--------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>(GE7)</td>
<td>FTU Elective Intro to Finance</td>
<td>3</td>
<td>12</td>
<td></td>
<td>(GE7)* SOC 101 Intro to Sociology* or other</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECON 202 Prin of Macroeconomics</td>
<td>3</td>
<td></td>
<td>approved diversity course</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FTU Elective Money and Banking</td>
<td>3</td>
<td></td>
<td>ACCT 321 Managerial Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BADM 321 Marketing</td>
<td>3</td>
<td></td>
<td>Humanities General Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIT 318 Business Communication</td>
<td>3</td>
<td></td>
<td>FIN Major Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FTU Elective International Finance</td>
<td>3</td>
<td></td>
<td>FIN Major Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ACCT 301 Intermediate Accounting I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td></td>
<td>Spring 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(GE1) ENGL 120 College Composition II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(GE3) Humanities General Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total credits from FTU=</td>
<td>69</td>
<td></td>
<td>ACCT 302 Intermediate Accounting II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total credits from MSU=</td>
<td>65</td>
<td></td>
<td>FIN Major Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FIN Major Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FIN Major Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>134</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 2: ADMISSION REQUIREMENTS
Minot State University, USA and
Foreign Trade University, Vietnam

1. The students admitted to the approved study program at FTU:
   - have passed the National University Entrance Exam held by Ministry of Education and Training (MOET) or been admitted by a university.
   - have achieved an IELTS score 5.0 or equivalent or passed over the replacement English test.
   - have graduated from a high school in Vietnam or other countries.

2. The students admitted to undertake the courses at MSU, in USA:
   - have completed 2.5 years of previous academic study with a cumulative grade point (GPA) average of at least 2.00 (on a 4.00-point scale) (See Apendix 1)
   - have achieved a TOEFL score of at least 525 (PBT), 71 (IBT), IELTS 5.5 or the equivalent score in another English proficiency tests at the time of application to MSU. If deemed necessary, Minot State University may require participating students to undertake further language instruction after their arrival.

3. Application documentation
   - Applicants in the program at FTU must submit documentation to the Faculty of International Education, Foreign Trade University, starting from January until the end of September in the same academic year. The application documentation must include: a copy of academic transcripts of high school; results of high school graduation exams; proof of National University Entrance Exam result, certification of academic award (if any). All documents in the application must be submitted in two copies, one in English and one in Vietnamese, certified by national notary office.
   - Participants in the program must submit necessary documentation to MSU in order to be considered for admission. The following is a list of these documents:
     - Application
     - Application fee (student pays by a check drawn on a U.S. bank or money order. Make the check or money order payable to Minot State University and note the applicant's full legal name as it appears on the passport. Send payment along with the other application documents.)
     - English language certification

Student’s declaration of finances and supporting documentation

Photocopy of the page containing personal information from passport

On-campus housing application (if any)

Housing deposit (if any)

For a current list of required documents, visit:

www.minotstateu.edu/international/checklist_int_002.shtml

4. Address for Application Materials sent to:

   Enrollment Services
   Minot State University
   500 University Ave West
   Minot ND 58707 USA
   Fax: 701-858-3888
APPENDIX 4: CONTACT PERSON FROM BOTH PARTIES

Minot State University, USA and
Foreign Trade University, Vietnam

1. Minot State University

Jeanne MacDonald, IMBA, MBA, SPHR
Interim Chair, College of Business
Minot State University
Email: Jeanne.macdonald@minotstateu.edu

2. Foreign Trade University, Vietnam

Ho Thuy Ngoc, Ph.D
Dean, Faculty of International Education
Email: ngocht@ftu.edu.vn